

HOUSING INSPECTOR I

NATURE OF WORK

This is responsible technical work inspecting a variety of housing units and establishing compliance with the Lincoln Minimum Housing Code, the Uniform Code for the Abatement of Dangerous Buildings and residential zoning ordinances.

Work involves responsibility for inspections resulting from complaints received on structures, premises and residential dwellings located within the three mile area of Lincoln and for routine inspections on all licensed rental property. An employee in this class is required to exercise independent judgment and initiative to ensure code compliance with performance subject to review by the Chief Housing Inspector through conferences and reports submitted.

EXAMPLES OF WORK PERFORMED

Conducts inspections of single family dwellings, duplexes, apartments, rooming houses, motels, hotels, fraternities, sororities, shelters for the homeless, mobile homes and public areas to determine compliance with regulations as required by the Lincoln Minimum Housing Code and related building, plumbing, mechanical, electrical, health and fire codes.

Determines ownership of inspected property using records from the Register of Deeds and/or County Assessor; prepares official notices following code and department procedures.

Prepares inspection reports; documents violations with film or video; maintains accurate case histories to enable City to successfully prosecute the defendant should the violations not be corrected; gives testimony at court and appeal hearings on inspection findings, code enforcement decisions and abatement actions.

Researches residential zoning complaints and determines current zoning district, variances and restrictions of the district; evaluates and categorizes residential zoning violations.

Schedules and conducts follow-up inspections to determine action taken to abate cited violations; initiates file documentation, supplemental actions, proceedings, affidavits, inventories and notifications necessary to effect progress and complete abatement; provides clarifications, explanations, time extensions and information on sources for public assistance to owners and/or occupants of properties.

Investigates complaints received on vacant or dangerous buildings within a three mile radius of the City; evaluates whether a violation of the Uniform Code for the Abatement of Dangerous Buildings exists; issues a notice and order for the correction of such conditions; sends request for bids of demolition, recommends contractor and follows demolition to its conclusion if the owner fails to demolish the structure.

Evaluates and categorizes observed conditions and determines appropriate course of action to include: no action (does not constitute a violation of code), courtesy notice or notice and order.

Placards properties as unfit for human occupancy based on on-site decisions; prepares required documentation and correspondence to owner, occupant and other City departments noting action taken and

other actions required.

Receives and responds to complaints on housing; follows established procedures to obtain information and to achieve desired results.

Responds to questions regarding housing codes and code violations; provides information on repair and rehabilitation necessary to meet codes; and makes referrals to a variety of agencies for resolution of housing violations.

Maintains and updates computer and hard copy files; prepares daily reports on inspection activities.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of legal procedures as related to the enforcement of municipal codes and ordinances.

Knowledge of City minimum housing codes, uniform building codes, and fire, plumbing, mechanical, electrical, apartment licensing, zoning and other related codes and ordinances.

Knowledge of computer systems and ability to effectively maintain and updates files.

Ability to explain, interpret and enforce codes and regulations firmly, tactfully and impartially.

Ability to express oneself clearly and concisely, both orally and in writing.

Ability to establish and maintain effective working relationships with co-workers, property owners, departmental officials and the general public.

Ability to recognize faulty construction or hazardous plumbing, fire, heating, electrical and sanitary conditions created by deterioration and/or neglect and to implement and follow-up on effective corrective measures.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent with course work and/or experience in the construction trades, housing repair and code enforcement.

MINIMUM REQUIREMENTS

Graduation from a senior high school or equivalent with some experience in the construction trades, housing repair and code enforcement, or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid Nebraska driver's license is mandatory for initial and continued employment in this classification.

Approved by: _____
Department Head

Personnel Director

7/98
Title Change: 12/98

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